



Title of Report:	Timetable of Council, Committee and Sub Committee Meetings April 2024-March 2025 inclusive
Committee Report Submitted To:	Corporate Policy and Resources Committee
Date of Meeting:	30 January 2024
For Decision or For Information	For Decision

Linkage to Council Strategy 2021-2025	
Strategic Theme	Cohesive Leadership
Outcome	Council operates as one effective and efficient corporate unit with a common purpose and culture.
Lead Officer	Director of Corporate Services

Budgetary Considerations	
Cost of Proposal	
Included in Current Year Estimates	YES/NO
Capital/Revenue	
Code	
Staffing Costs	

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

1.0 Purpose of Report

The purpose of the report is to present the Schedule of Council, Committee and Sub Committee Meetings April 2024 – March 2025 inclusive, for Council decision.

2.0 Background

2.1 The day and frequency of Council, Committee and Sub Committee meetings each month previously agreed, is presented as follows:

- Council Meeting – 1st Tuesday at 7pm;¹
- Land and Property Sub Committee – 1st Wednesday at 7pm;
- Environmental Service Committee – 2nd Tuesday at 7pm;
- Audit Committee - Quarterly on 2nd Wednesday at 7pm;²
- Finance Committee – 2nd Thursday at 7pm;
- Leisure and Development Committee – 3rd Tuesday at 7pm;
- Corporate Policy and Resources Committee – 4th Tuesday at 7pm;
- Planning Committee (with full Council powers) – 4th Wednesday at 10.30am;

3.0 The Annual Meeting 2024

In accordance with Council's Standing Orders, 1 (1) *In every year that is not a local election year the Council shall hold an Annual Meeting in the month of June.*

It is proposed that Council shall hold its Annual Meeting on **Monday 3rd June 2024 at 7.00pm.**

4.0 Rate Strike Meeting 2025

Councils are legally required to strike the rate no later than 15th February each year.

It is proposed that Council shall hold its Rate Strike Meeting on **Thursday 6th February 2025 at 7pm.** It is further proposed that Council shall hold Thursday 13th February 2025 at 7pm, in the event of allowing time for any potential adjournment and enable Council to strike within the appointed timeframe.

¹ Convene a Special Council Meeting annually following the September Audit meeting (Ref AC 220309 / CM 220405).

² September Audit Committee meeting is permanently changed from Wednesday Week 2 to Wednesday Week 3 to facilitate Audit deadlines (Ref AC 220309 / CM 220405).

5.0 Proposed Schedule of Council, Committee and Sub Committee Meetings April 2024 – March 2025 inclusive

The proposed Timetable of Meetings Schedule (attached Appendix I) has been presented taking into account the Annual July recess³ and key public holiday periods. Rescheduled meeting dates/times have been presented throughout for Council decision, where appropriate.

5.1 Planning Committee

In accordance with Council's Standing Orders, Protocol for The Operation of the Planning Committee, Annex D, 4.1, "*No meeting will take place in the month of July*". Note there was no Planning Committee meeting scheduled in December 2023, therefore there is no Planning meeting proposed to be scheduled in December 2024.

5.2 Corporate Policy and Resources Committee / Land and Property Sub Committee

Note Corporate, Policy and Resources Committee meetings are not scheduled during December, therefore there is no Land and Property Sub Committee meeting proposed to be scheduled.

6.0 Recommendation

It is recommended that Corporate Policy and Resources consider that Council shall hold its Annual Meeting on Monday 3rd June 2024 at 7.00pm;
that Corporate Policy and Resources Committee consider scheduling the 2025 Rates Meeting on Thursday 6th February 2025 at 7pm and hold Thursday 13th February 2025 at 7pm in the event of any adjournment;
that Corporate Policy and Resources consider the Timetable of Meetings Schedule, April 2024-March 2025 inclusive, attached as Appendix I.

Appendix I - Proposed Schedule of Council, Committee and Sub Committee Meetings April 2024 – March 2025 inclusive

³ Council extend its Committee meeting recess from July 2022 to include August 2022, that Council does schedule its Council Meeting and Planning Committee in August 2022 (Ref CM 211005).

DATES OF COUNCIL, COMMITTEE AND SUB COMMITTEE MEETINGS
April 2024-March 2025 inclusive

2024	April	May	June			July	August	September		October	November	December
Council Meeting at 7PM	Tuesday 26 March (previously agreed by Council, moved from Tuesday 2nd April)	Tuesday 7th	The Annual Meeting Monday 3rd	Council Meeting Tuesday 4th	Council Meeting Thursday 27th (move from Tuesday 2nd July)	Recess	Tuesday 6th	Tuesday 3rd	SCM (Annual Accounts) Monday 23rd	Tuesday 1st	Tuesday 5th	Tuesday 3rd
Land and Property Sub Committee at 7pm	Wednesday 10th (move from Wednesday 3rd)	Wednesday 1st	Wednesday 5th				No Meeting	Wednesday 4th		Wednesday 2nd	Wednesday 6th	No meeting
Environmental Services Committee Meeting at 7PM	Wednesday 17th (move from Tuesday 9th)	Tuesday 14th	Tuesday 11th				No Meeting	Tuesday 10th		Tuesday 8th	Tuesday 12th	Tuesday 10th
Finance Committee Meeting at 7PM	Thursday 11th	Thursday 9th	Thursday 13th				No Meeting	Thursday 12th		Thursday 10th	Thursday 14th	Thursday 12th
Audit Committee Meeting at 7PM			Wednesday 12th					Wednesday 18th				Wednesday 11th
Leisure & Development Committee Meeting at 7PM	Tuesday 16th	Tuesday 21st	Tuesday 18th				No Meeting	Tuesday 17th		Tuesday 15th	Tuesday 19th	Tuesday 17th
Corporate Policy & Resources Committee Meeting at 7PM	Tuesday 23rd	Tuesday 28th	Tuesday 25th				No Meeting	Tuesday 24th		Tuesday 22nd	Tuesday 26th	No Meeting
Planning Committee Meeting at 10.30AM	Wednesday 24th	Wednesday 22nd	Wednesday 26th				No Meeting	Wednesday 28th	Wednesday 25th	Wednesday 23rd	Wednesday 27th	No Meeting

DATES OF COUNCIL, COMMITTEE AND SUB COMMITTEE MEETINGS
April 2024-March 2025 inclusive

2025	January	February		March	April
Council Meeting at 7PM	Tuesday 7th	Tuesday 4th	Rates Strike Thursday 6th and hold Thursday 13th for any adjournment	Tuesday 4th	Tuesday 1st
Land and Property Sub Committee at 7pm	Wednesday 8th (move from Wednesday 1st)	Wednesday 5th		Wednesday 5th	tbc
Environmental Services Committee Meeting at 7PM	Tuesday 14th	Tuesday 11th		Tuesday 11th	
Finance Committee Meeting at 7PM	Thursday 9th	No meeting		Thursday 13th	
Audit Committee Meeting at 7PM				Wednesday 12th	
Leisure & Development Committee Meeting at 7PM	Tuesday 21st	Tuesday 18th		Tuesday 18th	
Corporate Policy & Resources Committee Meeting at 7PM	Tuesday 28th	Tuesday 25th		Tuesday 25th	
Planning Committee Meeting at 10.30AM	Wednesday 22nd	Wednesday 26th		Wednesday 26th	